

Rental Contract

RETURN CONTRACT TO:
OFFICE@GREATJONESCOUNTYFAIR.COM OR PO BOX 150,
MONTICELLO, 52310



Event Name: _____

Person to Receive Billing Information: _____

Email: _____ Phone: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

2nd person of contact: _____

Email: _____ Phone: _____

Rental Summary
(internal use only)

*Rental of this property will be
for the following dates:* _____

Reception/ Event Time: _____ Number of guests: _____

This License, executed in Jones County Iowa, on this day the _____ of _____, _____ between The Great Jones County Fair Association and _____ hereafter called 'Great Jones County Fair' and 'Licensee. The Great Jones County Fair hereby Licenses to the Licensee for the purpose of: _____ (Wedding/Reception, Horse Show, Family Reunion, etc.)

Note: The Licensee shall NOT sublet or License the premises to any other person or party without written consent from the Great Jones County Fair.

The Licensee shall maintain all buildings, trees, shrubbery, flower gardens, and fencing in the same condition it was viewed at time of rental. All expenses for cleaning will be paid for by Licensee.

Certificate of insurance listing the Great Jones County Fair is required at time of key pickup. An example form can be found in your rental packet.

Key pickup is available by appointment with the fair office the week of rental.

Requirements for renting our facilities after close of your event are listed in detail on the 'Cleaning Guidelines' within your rental packet. No pets, other than ADA protected service animals, are allowed within the Youth Development Center or Equestrian Center Buildings.

Rental Pricing Information



Youth Development Center	Whole Day	Half Day
Expo Hall	\$265	\$145
Meeting Room	\$125	\$100
Expo Hall & Meeting Room	\$365	\$220
Board Room	\$75	
Whole Building*	\$500	\$350

Equestrian Center	
Building (Indoor Space)	\$275
Entire facility	\$300

Capacity
Indoor: 75
Outdoor: To discretion

Capacity: 299

- Expo Hall, Meeting Room, Kitchen, Lobby, Board Room

*8 ft long Tables & Chairs up to 299 included with rental.
Small serving kitchen
Garbage pick up (one dumpster)*

Additional Rental Options:

Additional Full Day	\$350
Friday Decorating (Expo hall + meeting room or Equestrian Center) (Building access 8am-5pm)	\$200
Rehearsal Dinner (Expo hall + meeting room or Equestrian Center) (Building access from 8am-5pm)	\$200
Sunday Access (Building Access from 8am-12pm)	\$200
Picnic Tables (38 Available) Pub Spools (10 available) <i>*outside use only*</i>	\$10 per table
Removal of fence/poles	\$100 each

Rental Agreement



- Down Payment: 50% of the total rental cost is due at time of application.
- Building Curfew: No one is allowed in the building from 1am to 7am.
- Key/Damage Deposit: \$500 key/damage deposit is due 30 days prior to rental. Check will be cashed and a refund of deposit will be issued one week after event pending inspection. Deposit will be refunded to issuer of check. Failure to return keys will forfeit deposit. All damage to fixtures or property will be billed at replacement cost or \$20 per hour for repairs.
- Building Cleanup: Must be completed directly following event. Failure to complete clean up by end of rental designated time will forfeit your damage deposit.
- Cancellation Policy: All cancellations must be confirmed 90 days prior to event or Licensee forfeits down payment
- Proof of Insurance: Licensee shall provide the Great Jones County Fair Association proof of insurance Great Jones County Fair Association as an additional insured for the duration of the rental.

Other

- Maintenance of the water and electrical service shall be the responsibility of the GJCF
- The GJCF shall have the right of utilizing the premises by leasing the same day to any other group so long as the same is not inconsistent with the program of activities that have been approved by the Licensee
- The GJCF is to be held blameless in the event of injury or accident, and/or in the event of a building destruction caused by an act of God while this agreement is in force
- The License is not a continuous License, and any improvements made by the Licensee shall become property of the Great Jones County Fair Association.

I have read the above terms and conditions and agree to all conditions listed on page one and two of this contract.

I have reviewed and agree to all rental guidelines.



Cleaning Guidelines

800 N. MAPLE ST.
MONTICELLO, IOWA 52310
OFFICE: 319-465-3275
AFTER HOUR NON EMERGENCY: 563-231-1351
OFFICE@GREATJONESCOUNTYFAIR.COM

Youth Development Center

- Remove all personal decorations
- Fold ALL chairs and place on cart
- Fold ALL tables and place on cart
- Align all empty trash cans along wall
- Sweep entire floor
(broom/mop in janitor closet)
- Mop floor of any spills
- Close doors and lock

Kitchen

- Clear all items from refrigerator
- Clear all items from under counter shelves
- Wash all counters off
- Clean out sinks of any debris
- Sweep floor
- Mop floor of any spills
- Empty all trashcans

Boardroom/Meeting Room

- Remove all personal decorations
- Realign tables in original position
- Realign chairs to original position
- Vacuum carpet
(located in meeting room closet)

Exterior

- Remove all personal decorations
- Remove any road signs
- Pick up trash

Equestrian Center

- Remove all personal decorations
- All indoor tables and chairs must remain indoors and aligned to original position.
- Fold outside chairs and place on cart
- Fold outside tables and place on cart
- Align all empty trash cans along wall
- Sweep entire floor
(broom/mop in janitor closet)
- Mop floor of any spills
- Close doors and lock

Restrooms

- Wipe down countertops
- Sweep stalls & mop
- Empty ALL trashcans including personal trashcans in each stall

Hallway/Lobby

- Remove all personal decorations
- Fold ALL chairs and place on cart
- Fold ALL tables and place on cart
- Sweep entire floor/ vacuum rugs
(broom/mop in janitor closet)
- Mop floor of any spills
- Wash all doorway windows

Miscellaneous

All trash to dumpster on southeast end of building
Return mops, brooms, supplies, to original area
Verify all doors are locked and return the key

Please inform fair office of any damages prior to event, any damages unreported will be renters responsibility.